

City of Tempe Application ASU Certified Public Manager Program

Winter 2014 Participation

1. INFORMATION SESSIONS:

Tuesday, November 12, 2013

Noon – 1:00 p.m. City Council Chambers

31 E. 5th Street

Thursday, November 14, 2013

2:00 – 3:00 p.m.

TLC Classroom

3500 S. Rural Road

Employees will be provided with an overview of the CPM program and the application material. CPM alumni and ASU liaisons are invited to each information session to provide a variety of perspectives and experiences about the program.

2. APPLICATION PROCESS

Complete and submit the following items to Tempe Learning Center (TLC) in Human Resources by the application **DEADLINE: Friday, December 6, 2013 by 5:00 PM.**

- ☑ **Application** Attach transcripts/documentation to meet ASU eligibility requirements
- **☑ Employee Agreement** *With required signatures*
- ☑ **Statement** Attach statement to meet City of Tempe eliqibility requirement
- **3.** A CPM selection panel will review statements and <u>may</u> select up to 10 qualified candidates.
- **4.** Selected applicants will be confirmed by their Department Director or Office Administrator for participation in the program.
- **5.** Employees are notified of selection status.

NOTE:

Applicants who are not selected to attend or are not confirmed for attendance by their department due to departmental operations <u>must reapply</u> for future sessions. (TLC offers consultation to applicants.)

MEMORANDUM

To: City of Tempe Employees

From: Tempe Learning Center CPM Selection Panel

Subject: CERTIFIED PUBLIC MANAGER EDUCATION PARTNERSHIP WINTER 2014

Tempe creates outstanding value for those we serve through shared vision, superior service and sustainable practices."

ASU's Certified Public Manager Program is approved for all interested employees as part of City Manager Andrew Ching's leadership development initiative. Tempe's long-standing educational partnership with the ASU Certified Public Manager Program has certified over 80 city employees who continue to contribute their highest, best talents to help Tempe create outstanding value.

ABOUT THE PROGRAM:

The Certified Public Manager Program is a broad-based management development program, designed to provide public sector professionals with a unique training experience that translates into maximizing the effectiveness of government organizations. As part of a national consortium, this certification program offers practitioner-oriented course work consisting of fresh approaches, new ideas, and usable information. The 300-hour (172 classroom hours) program consists of sequential levels of instruction in management theory and practice. The time to complete the program is generally 12 to 18 months. The highly interactive coursework is designed specifically for adult learners and participants are encouraged to relate course assignments to applied work-related projects.

SELECTION:

A maximum of ten employees <u>may be</u> selected during each recruitment cycle. Applicants must be regular employees who are eligible to receive tuition reimbursement benefits as part of their benefits package. **NOTE:** Fees (tuition and books) are paid in advance by TLC utilizing the selected employee's annual tuition reimbursement benefit. Should employees participate in the CPM program along with other pre-approved, tuition reimbursement eligible courses, amounts exceeding the annual tuition and book reimbursement benefit will be the financial responsibility of the employee.

The CPM selection process is administered by the Tempe Learning Center.

Applications are now available for the Winter 2014 program, which begins on January 8, 2014.

APPLICATION DEADLINE: Friday, December 6, 2013 by 5 PM to the TLC Offices

Human Resources Department, 525 S. Mill Ave.

QUESTIONS? For additional information, please contact:

Aaron Peterson, Tempe Learning Center at (480) 350-5311

REMINDER: The CPM program is a one -year obligation. Confirmation of an employee's participation is a commitment for the entire program. Dates for each course will be confirmed by ASU prior to each course.

ATTACHMENTS:

CPM Program Schedule, City of Tempe Application, Education Partnership Employee Agreement

CPM Program Schedule*

Where: ASU Downtown Center

502 East Monroe, Phoenix, AZ 85004

Free parking provided

Time: 8:30 a.m. - 4:30 p.m.

Course I: Contemporary Public Organizations (5 modules – 35 hours)

Fee: \$630**

When*: January 8, 22, 23

February 6, 7

Course II: Management in the Public Organization (5 modules – 35 hours)

Fee: \$630** When*: March 20

April 2, 3, 16, 17

Course III: Systems Approach to Public Management (5 modules – 35 hours)

Fee: \$630**

When*: May 14, 27, 28

June 10, 11

Course IV: Decision Management (5 modules – 35 hours)

Fee: \$630**

When*: September 23, 24

October 7, 8, 9

Course V: Ethics / Management Simulation (4 modules – 28 hours)

Fee: \$630**

When*: November 12, 13

December 3, 4

Graduation: December 17, 2014

Registration: http://ramseyexecutive.asu.edu/programs

TLC will provide reminder messages before each course

^{*}Projected - for participants beginning Winter 2014, Session G

^{**}Fees (\$3,150 approximate total) and schedules subject to change; TLC prepays fees from employee's tuition reimbursement benefit.



Supervisor's Printed Name

City of Tempe Application ASU Certified Public Manager Program

NameBusiness Mailing Address						
City Department/Office	City/Zip					
Business Phone	Fax	Email				
ASU ELIGIBILITY REQUIREMENTS						
(Option I OR Option II) □ OPTION I: I have completed one of the following Approved Supervisory Programs within the last 5 years. (Please mark which agency and include a copy of your certificate/transcripts of completion with your application. Transcripts are available on PeopleSoft ELM.) □ City of Tempe- Completed 16 hours of LDP Courses □ City of Mesa □ ASU - Employee Supervisory Academy □ City of Phoenix □ AGTS (Supervisory Academy) □ City of Scottsdale □ Arizona Department of Administration □ City of Tucson □ Arizona Department of Corrections □ City of Yuma □ Arizona Department of Economic Security □ Maricopa County – Supervisor School □ Certified Municipal Clerk □ Pinal County – Supervisor Training						
□ OPTION II: I have met the entrance requirement established by ASU's Advanced Public Executive Program based upon education and management experience. (Please complete a, b, or c below):						
a. Post-Secondary Education (minin						
Name of Institution:	Locati	ion:				
b. Management Education (minimum: 60 contact hours or 4 credit hours within last 5 years. (Attach proof of completion).						
Name of Institution/Agency: Name of Institution/Agency:	Cours	se: Hours: se: Hours:				
c. Management Experience (minimum of 2 years as a supervisor or manager)						
Name of Agency/Organization:Position:Position:						
CITY OF TEMPE ELIGIBILITY REQUIREMENTS						
Compose a clear, concise (two-page maximum, 12 font, double spaced) statement for the selection committee stating why you would like to attend the Certified Public Manager Program. Provide specific examples of 1) how this program will assist you in meeting your career goals, and 2) how your participation in the program will benefit your department and/or the city of Tempe. Attach your statement to the application and employee agreement.						
Employee ID Number	Department					
Employee's Printed Name	Employee's Signat	ture	Date			

Supervisor's Signature

Date



City of Tempe Education Partnership Employee Agreement

The City of Tempe, Tempe Learning Center has established a partnership with <u>Arizona State University</u>, <u>Bob Ramsey Executive Education Programs</u>, 502 <u>East Monroe Street</u>, <u>Suite C105</u>, <u>Phoenix</u>, <u>Arizona</u>, <u>85004-4434</u>, to offer City of Tempe employees the opportunity to apply for enrollment and participation in the <u>Certified Public Manager (CPM) program</u>.

<u>Employee Commitment: I hereby agree and understand that I assume the following responsibilities upon entering this program:</u>

Initial you	ur acknowledgement of each item.
1.	Registration: I shall abide by the registration processes and timelines as established by Tempe Learning Center and the institution.
2.	Program Schedules & Assignments: I acknowledge that I am expected to complete each scheduled course and submit course assignments to the institution/organization within the time frame established by the institution and/or Tempe Learning Center.
3.	Withdrawals & Tuition Forfeiture: In the event that I find it necessary to withdraw from the CPM program before completion, I shall submit to my supervisor, manager and the TLC Administrator, a written request for approval to dis-enroll. I understand that I shall forfeit my eligibility to participate in any future educational partnership program and my tuition reimbursement benefit until the program that I withdrew from has been completed.
4.	Grades & Incompletes: In the event that I receive a failing grade or incomplete, I understand that I may be subject to involuntary withdrawal from the education partnership by Tempe Learning Center or the institution and therefore subject to the same withdrawal and tuition forfeiture penalties as indicated in paragraph 3.
5.	Voluntary Separation & Tuition Repayment: Pursuant to the tuition reimbursement policy, if I voluntarily elect to leave my employment with the City of Tempe (including the decision to retire), I will be required to repay prior to my last day or employment any monies paid through the tuition reimbursement program.
6.	Tuition Pre-Payment Cap & Multiple Education Partnerships: I understand that fees (tuition and books) are paid in advance by TLC utilizing my annual tuition reimbursement benefit. Should I participate in the program along with other pre-approved, tuition reimbursement eligible courses, amounts exceeding the annual tuition and book reimbursement benefit shall be my financial responsibility.
7.	Additional Applicable Costs: If and when applicable, I shall pay the cost of all textbooks, class materials, and any additional costs associated with obtaining the degree including, but not limited to, application fees, assessment fees, and graduation fees.

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8.	8. Standards and Accountability: While attending this program either offsite or at a City facility, I represent the City of Tempe and shall maintain professional behavior at all times in accordance with the City of Tempe personnel policies and practices.				
Stipulations: The eligible candidate for the education partnership must be a regular employee who is eligible to receive tuition reimbursement benefits as part of their benefits package. Admission is contingent upon meeting all the entrance requirements set forth by the institution and the City of Tempe.					
Employee	ID Number	Department			
Employee	Printed Name	Signature	Date		
Supervisor	Printed Name	Signature	Date		